

## **Confirming Orders (After –the-fact orders)**

### **Definition**

A confirming order is a purchase, letter of intent to purchase, or request for scheduling in advance of an order that is made by an individual, without having a valid purchase order number, p-card or approved payment request form.

### **Policy**

Use of confirming Requisitions and Purchase Orders without an approved Agency payment method to authorize retroactively commitments to vendors by personnel are a violation of State policy.

Any individual who engages in a prohibited purchasing practice is hereby notified that he or she is risking their personal funds only, and not the funds of FSSA. This policy applies to all funds on deposit with FSSA regardless of the source. Lack of knowledge of proper procedures, or a perceived lack of time to follow them, when circumstances do not indicate a true emergency (a threat to public health, welfare, or safety) existed, will result in the return of all payment requests, expense reimbursements or requisitions for handling by the individual making the charge, or the individual approving it after-the-fact within the business unit.

Applies to:

- Requisitions
- Payment request forms for unencumbered payments

### **Delegation**

The FSSA Secretary, through the Commissioner of the Department of Administration, has delegated the procurement function to the Director of Administrative Services. Any requisition of a commodity or a service made before the Procurement Department issues a purchase order may become the personal obligation of the individual obtaining the commodity or service. The requirements stated herein apply to all purchases of commodities and contractual services regardless of the funding source.

It is the responsibility of the Procurement Department to determine the price and secure the source of the supply (vendor) for the purchase. Requisitioning departments shall never assume that their recommended vendor will be the vendor/contractor to whom the purchase order will be issued.

Requisitioning departments are urged to contact the Procurement Department prior to preparing a requisition to secure information about specifications, sources of supply, terms and prices.

A contractor should never be allowed to provide a service or deliver a commodity before a requisition is prepared and a purchase order issued.

### **Prohibited Purchasing Practices**

Placing orders for goods or services with vendors, instructing the vendor to invoice FSSA before the Procurement Department has issued a purchase order to that vendor.

The use of a personal credit card or personal funds to purchase goods or services for the business unit.